

# **NEW BEDFORD CONTRIBUTORY RETIREMENT SYSTEM**

651 Orchard Street, New Bedford, MA 02740

(508) 979-1538

## **JOB POSTING: Financial Analyst**

The New Bedford Contributory Retirement Board seeks a qualified individual to serve as the full-time Financial Analyst. Under the general supervision of the Executive Director, the Financial Analyst assists in the daily administration, operation and accounting of the New Bedford Contributory Retirement Office.

### **General responsibilities include but are not limited to:**

- Timely posting of contributions/deduction reports
- Transmit monthly deposit of Federal Tax payment
- Conduct and record all accounting of Cash Receipts and Disbursements
- Record all entries for the General Ledger
- Balance Investment Manager accounts with Trial Balance each month
- Assist with processing the monthly administrative expenses
- Prepare and maintain all accounting and investment records (monthly and annually) including preparing accounting submissions to PERAC monthly
- Initiate and oversee prior creditable service transfers and post applicable payments to the proper member annuity savings account
- Calculate member buy-backs and provide counseling on the same
- Oversee member installment payment plans assuring member's annuity savings accounts are updated accordingly
- Manage the distribution of annual statements to all active and inactive members
- Prepare the Annual Statement of the Financial Condition of the Retirement System
- Work with PERAC and City auditors when necessary
- Provide essential data to the Board actuary in preparation for the Retirement System's actuarial valuations.
- Implement the provisions of Mass. General Laws, Chapter 32, Public Employee Retirement Administration Commission regulations 840 CMR, and retirement board policies
- Assist both walk-in visitors and phone callers with general inquiries as necessary
- Attend educational meetings/seminars as necessary, including: PERAC, MACRS, PTG, etc.

\*the responsibilities listed above are intended to be illustrations of various types of work that the Financial Analyst is expected to perform. Absence of specific duties does not exclude them from the position.

### **Qualifications:**

- Minimum of three (3) years of administrative experience in a professional office environment. Previous executive support experience preferred.

- Strong mathematical, organizational and problem-solving skills with strong attention to detail
- Willingness to learn retirement laws and regulations
- Ability to keep complex records and prepare periodic reports from such records
- Ability to establish and maintain effective and congenial working relationships with the membership, employers, other members of the public and retirement staff
- Commitment to quality service at all times
- Proficient with the use of computers, specifically Word and Excel
- Experience with PTG preferred

**Compensation and Work Schedule:**

Salary commensurate with experience plus comprehensive benefits package. Thirty-Five (35) hours per week with one (1) hour lunch.

**Closing Date:**

Position is open until filled.

**PLEASE SUBMIT COVER LETTER AND RESUME BY E-MAIL OR MAIL TO:**

Eric Cohen, Executive Director  
New Bedford Contributory Retirement System  
651 Orchard Street, Suite #203A  
New Bedford, MA 02744  
[ecohen@newbedfordretirement.org](mailto:ecohen@newbedfordretirement.org)

The New Bedford Contributory Retirement System is an Equal Opportunity Employer

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. The above is not intended to be an exhaustive list of all responsibilities and duties.*